

Items needed for the CACFP Head Start Review

Documents:

- Copy of your contract to operate the CACFP
- Documentation of annual training to staff about the CACFP and Civil Rights (*provide a copy of agenda which includes date, location, and time of training, attendance of training, and any relevant notes for content.*)
- Most recent sanitarian's report (*provide copy of report of each site if multiple sites*)
- Parent Handbook/Information given to parents that contains mention of the CACFP and Civil Rights (*provide a copy*)
- Board chair name, home address, date of birth
- Minutes of the most recent board meeting that mentions the CACFP (*provide a copy*)

For the month being reviewed: _____

- Menus (*provide a copy*)
- Food Production Records
- Meal Participation Record
- Original receipts for food & milk purchases
- Payroll documents for cook & CACFP administration
- Payment documentation and pink worksheet
- Attendance records from your system

For multiple facilities:

- Records of supervisory visits to all facilities, including observations of meals served (*provide a copy of these records*)

Thank you